



# **Safety Training for Building Managers and Assistants**



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MSFC S&MA  
QD50**





# ***Safety Training for Building Managers and Assistants***

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## **Agenda**

- ☐ **Risk Assessment Codes**
- ☐ **Safe and Unsafe Acts**
- ☐ **Fire Protection and Housekeeping**
- ☐ **Electrical Safety**
- ☐ **Machine Guarding**
- ☐ **Egress**
- ☐ **Slips, Trips and Falls**



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## **Risk Assessment Code**

### **Unsafe Conditions Risk Assessment Codes (RAC)**

#### **1. Imminent Danger**

Any conduct or operations in any workplace which are such that a danger exists which would reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through normal procedures.

Examples include:

- A. Cover missing on electrical panel exposing live electrical circuits
- B. Live electrical wires with insulation missing
- C. Leaking toxic or hazardous gases
- D. Personnel working on a work platform over 6 foot high without guardrails or proper fall protection NOTE: May not include flat roof work on small buildings where a full-time safety monitor is used
- E. Unguarded opening in computer flooring



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## ***Unsafe Conditions Risk Assessment Codes (RAC)***

### **Risk Assessment Code**

#### **2. Serious**

**A hazard, violation, or condition such that there is a substantial probability that death or serious physical harm could result**

**Examples include**

- A. Inoperative fire alarm system in a building**
- B. Non Ground Fault Circuit Interrupter (GFCI) electrical outlet located near a sink in a bathroom or wet area.**
- C. Emergency lighting missing or inoperative in an egress route**
- D. Missing or improperly adjusted machine guard**



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## ***Unsafe Conditions Risk Assessment Codes (RAC)***

### **Risk Assessment Code**

#### **3. Less than Serious (Routine)**

A facility or equipment discrepancy, which has a low probability (slight chance) of causing injury or affecting personnel safety.

Examples include:

- A. Office chair with improper height
- B. Portable heater does not have a permit (MSFC 3798)
- C. Circuits in electrical panel are not properly labeled
- D. Inspection on fire extinguisher not current (MSFC Form 549)
- E. Office has improper lighting (glare on computer screen)



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## **Safe and Unsafe Acts**

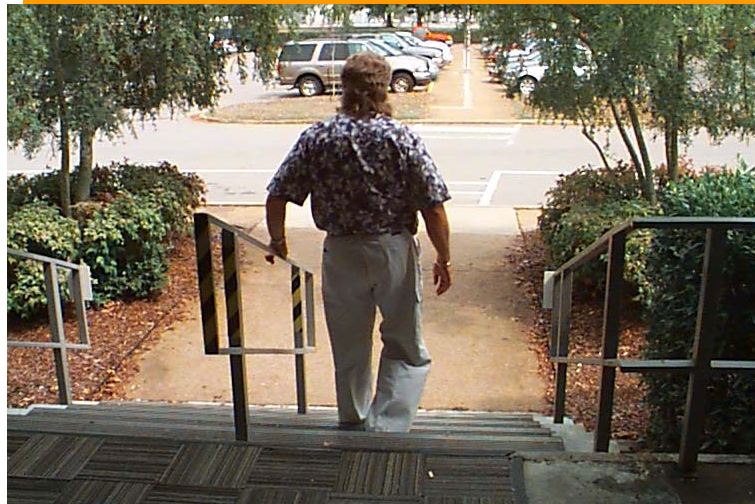




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## **Safe Acts**

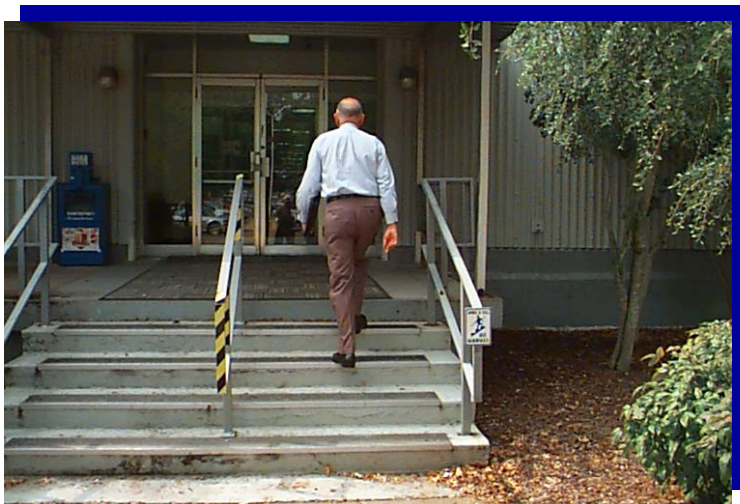




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## **Unsafe Act**







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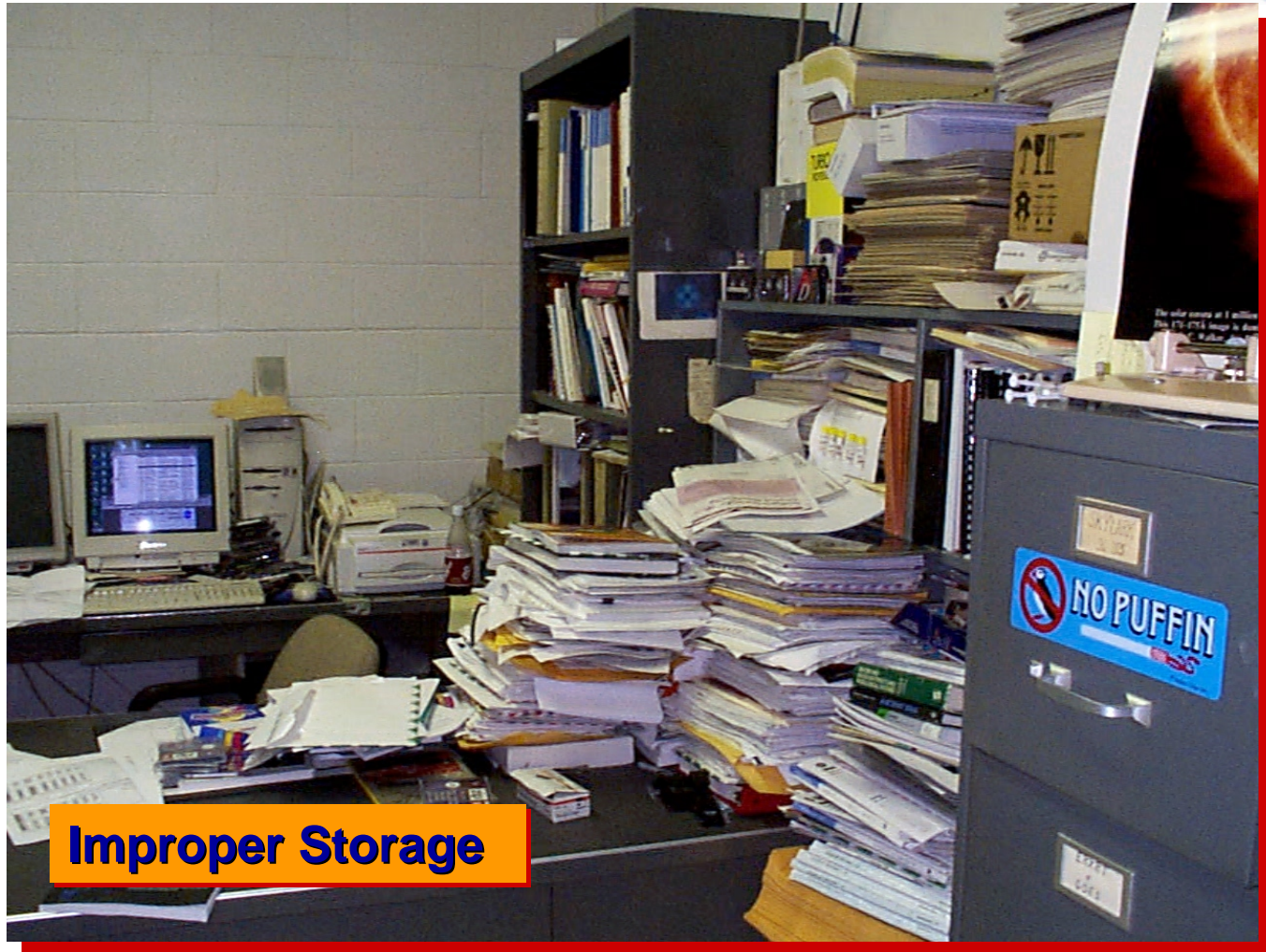
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## **Fire Protection and Housekeeping**



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**Improper Storage**



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**Improper Storage**





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### **MPG 8715.1/Appendix F – Item 4 (Revision B)**

**4. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked, and limited in height so that they are stable and secure against sliding or collapsing. No items shall be stored on the top of any free-standing or fixed furniture that is 6 feet or greater in height, unless the top is specifically designed for such purpose.**

**Items stored on the top of any height furniture shall be stacked/arranged so that it does not create a potential hazard to personnel and property. ”**





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## **Fire Extinguisher Inspection Check List**

- Accessible and visible
- Classification and operating instructions visible
- Seals are not broken or missing
- No obvious damage such as broken gages, cracked hoses or nozzles, corrosion, or leakage
- For pick up of discharged or damaged fire extinguishers please call Monty Gravunder at 544-1986.



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## **Portable Appliance Requirements**

- **Portable appliances listed below require a permit for usage**
- **Coffee pots, microwaves, toasters, portable ovens, hot plates, electrical heaters, etc.**
- **Portable electrical appliances must not be located:**
  - **Within 3 feet of combustibles**
  - **Equipment rooms**
  - **Janitor's closet**



# Safety Training for Building Managers and Assistants



PERMIT FOR PORTABLE APPLIANCES (with heating element)		
COMPLETED BY RESPONSIBLE SUPERVISOR		
<i>I hereby apply for approval of a portable appliance as described below:</i>		
DESCRIPTION OF APPLIANCE:	LOCATION OF APPLIANCE:	
<p>CONFORMANCE TO FIRE PROTECTION REQUIREMENTS: (Check if O.K.)</p> <p><input type="checkbox"/> Nationally-Recognized Testing Laboratories (NRTLs), such as ARL, FM, UL, WL, etc. Reference <a href="http://www.osha.gov">www.osha.gov</a> for a current list.</p> <p><input type="checkbox"/> Plugged directly into floor or wall receptacle or with a NRTL listed flexible extension cord of hard or extra hard usage, 14 AWG or larger.</p> <p><input type="checkbox"/> No extension cords over 15 feet permitted.</p> <p><input type="checkbox"/> No easily ignitable material (paper, curtains, wood paneling, etc.) within 3 feet. Exception: Limited combustible materials associated with the use of the appliance such as napkins and cups.</p> <p><input type="checkbox"/> Cords to be arranged to prevent tripping hazard.</p> <p><input type="checkbox"/> Electric heater has either tip-over or overheat safety "shutoff" feature.</p> <p><input type="checkbox"/> Permit to be conspicuously posted.</p>		
<i>I understand that failure to comply with the Fire Protection Requirements in the above block may result in withdrawal of this permit.</i>		
NAME OF REQUESTING INDIVIDUAL:	SIGNATURE OF REQUESTING INDIVIDUAL:	DATE:
NAME OF BUILDING MANAGER/ASSISTANT:	SIGNATURE OF BUILDING MANAGER/ASSISTANT:	DATE:
COMPLETED BY SUPERVISOR OR DESIGNATED ALTERNATE		
NAME OF SUPERVISOR:	SIGNATURE OF SUPERVISOR:	DATE:





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## **Electrical Safety**



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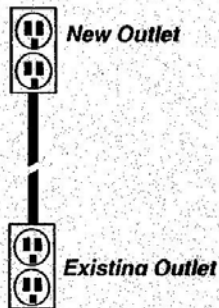


# Safety Training for Building Managers and Assistants

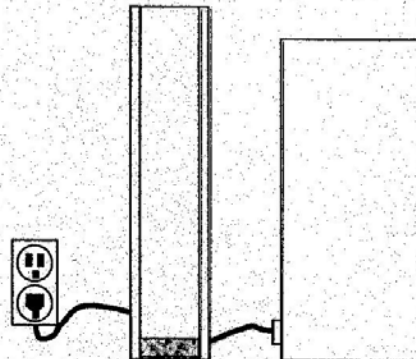


## PROHIBITED USES OF FLEXIBLE CORD

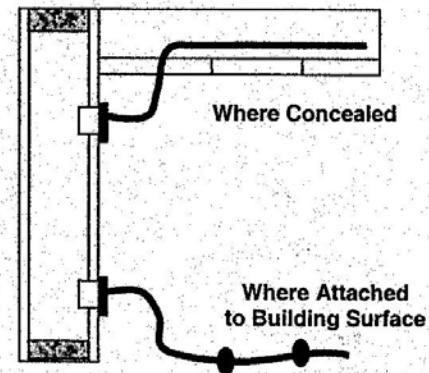
### VIOLATIONS:



A Substitute  
for Fixed Wiring



Through walls, ceiling, floors,  
doors or windows

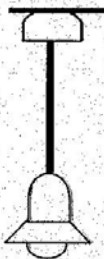


### Frequency of Violation:

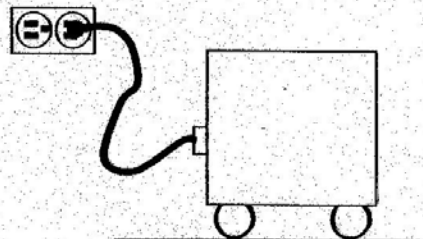
Of all of the violations of OSHA electrical standards, one of the most frequently found is misuse of flexible cords.

## USES PERMITTED FOR FLEXIBLE CORD

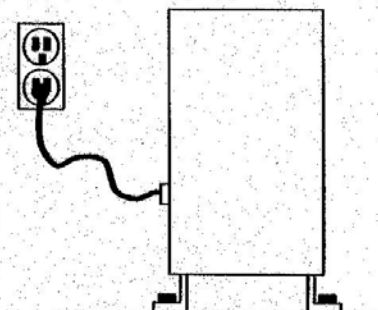
### PERMISSIBLE USES:



Pendant or  
Fixture Wiring



Portable Lamps  
Tools or Appliances

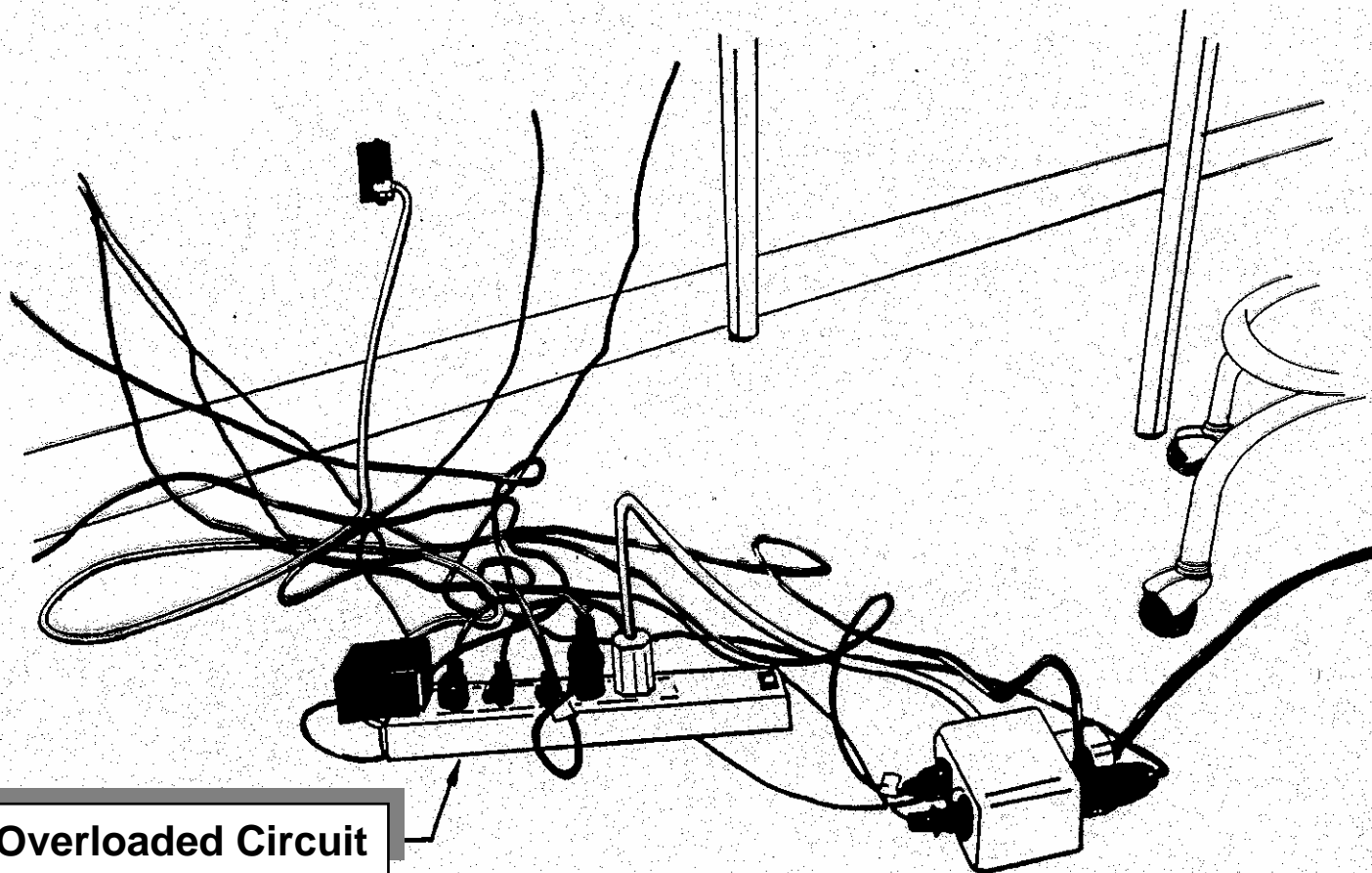


Fixed or  
Stationary



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## **Machine Guarding**



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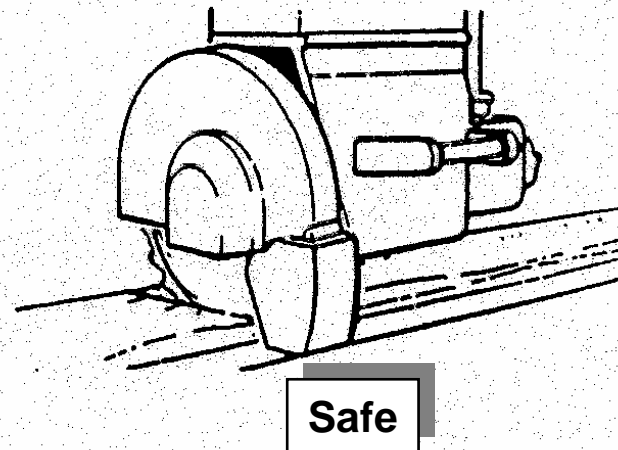
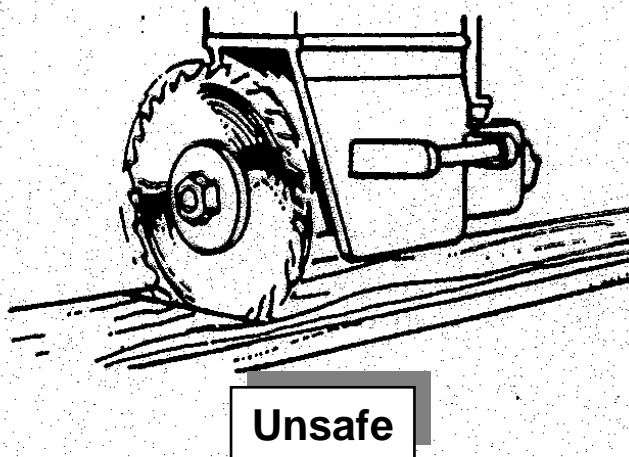
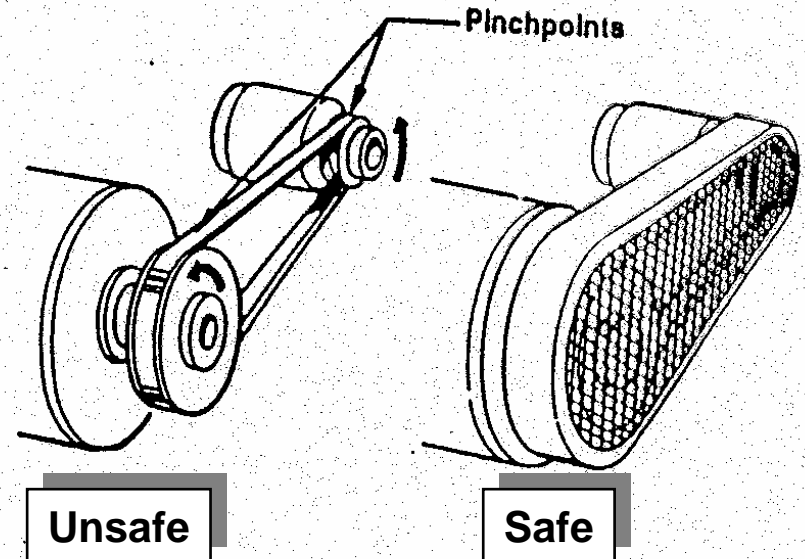
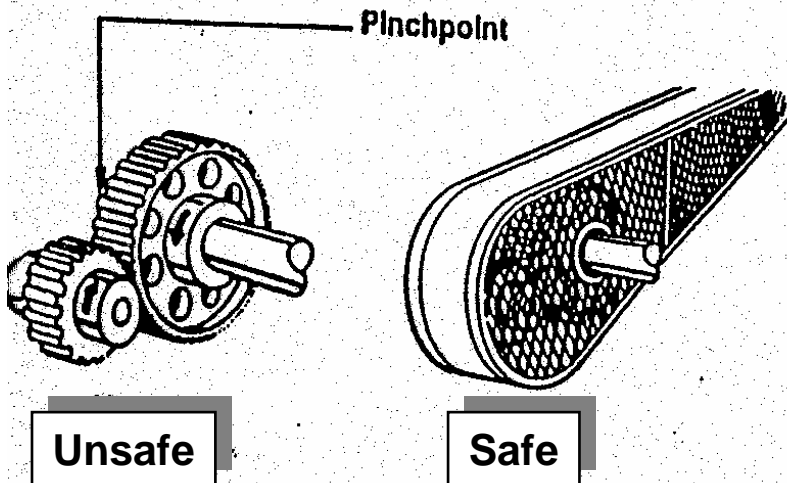


**Guard Missing**





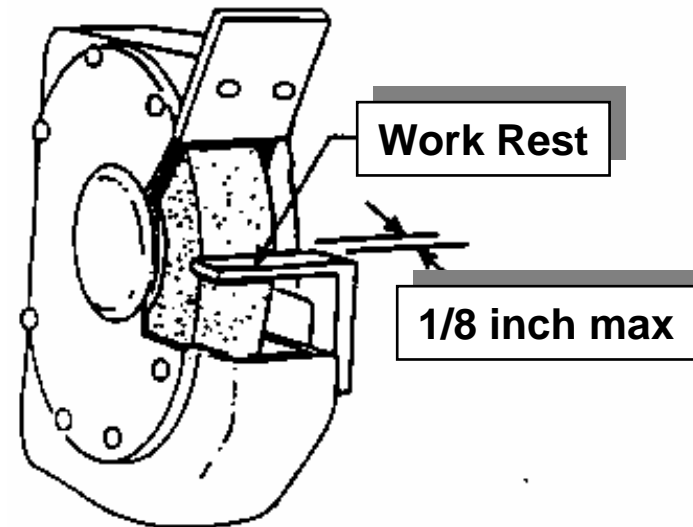
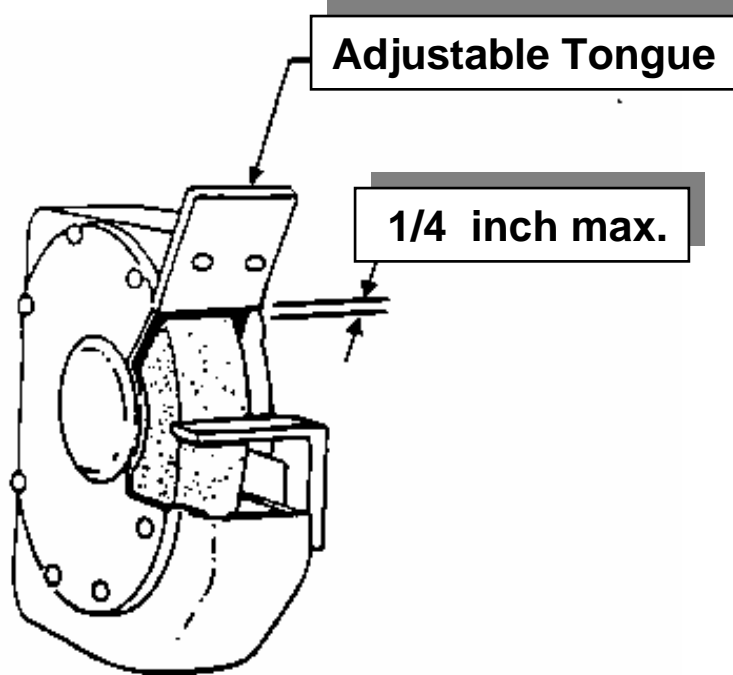
# Safety Training for Building Managers and Assistants





# ***Safety Training for Building Managers and Assistants***

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## **Egress**



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# ***Safety Training for Building Managers and Assistants***







# ***Safety Training for Building Managers and Assistants***



**Partially Blocked Exit**



# ***Safety Training for Building Managers and Assistants***



**Egress Partially Blocked**



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## **Slips, Trips and Falls**



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**Tripping Hazard**





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**Tripping Hazard**





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**Tripping Hazard**